



LANGUAGE TESTING PROCEDURES

Updated April 30, 2021

All applicants seeking local employment under Personal Services Agreement (PSA), FSN Direct Hire (DH) or Family Member Appointments (FMA) in Mission Colombia must self-certify the following information in the Electronic Recruitment Application (ERA) system:

- English language level
- Host country language level

Self-certification is required regardless of what applicant's first language is. For example, applicants who were born in the United States, and who finished all their education in the United States, according to the GTM/OE policy, still must self-certify their English language level.

Applicants are welcome to attach a copy of their valid language test results to ERA at the time of application submission and as indicated in this message. See language scores validity in the chart below. The costs associated with these language tests when they are submitted with the application are the applicant's responsibility.

If selected for an interview and the applicant did not provide a language score at the time of application, the Embassy HR Office will test the candidate prior to the interview to assess qualifications. If the Mission tests the candidate, then the language testing costs are paid for by the Mission.

For recruitment purposes, the U.S. Mission Colombia will only accept the tests indicated below. For all approved test scores, if completed by third-party vendor, copies of test scores must be sent on company letterhead, have the applicant's full-name, date of their test, and an official certificate that the testing company which proves they are authorized to give the provided test and the time validity of the test (e.g. 2 years from the date of the test).



The chart below can be used to map equivalency for indicated tests in Spanish.

Spanish Language Mapping

Basic Language Equivalencies	No Competency	Rudimentary /Basic	Elementary Proficiency/ Limited	Good Working Knowledge	Fluent	Certificate	Certificate Validity
MClass Language Level	0	1	2	3	4	N/A	N/A
Common European Framework of Reference (CEFR) for Language		A1	A2 B1	B2 C1	C1 C2	N/A	N/A
Diplomas as a Foreign Language (DELE)		A1	A2 B1	B2 C1	C1 C2	N/A	N/A
FSI Language Level	0	0+	1, 1+	2, 2+, 3	3+, 4	Test Results Email	5 years - FSI 4 level or higher are valid indefinitely
Avanti	0	1	2	3	4	Test Results Email	2 years



The chart below can be used to map equivalency for indicated tests in English.

English Language Equivalencies	Rudimentary /Basic	Elementary/ Limited Knowledge	Good Working Knowledge	Fluent	Professional Translator/ Interpreter	Certificate Validity
MClass	1	2	3	4	5	N/A
CEFR	A1	A2 B1	B2 C1	C1 C2	Unrated	N/A
FSI Language Level/ILR	0+	1, 1+	2, 2+, 3	3+, 4	5	5 years - FSI 4 level or higher are valid indefinitely
Avanti	1	2	3	4	Unrated	2 years
TOEFL (IBT)	Unrated	42-71	72-94	95-120	Unrated	2 years
CamLa	4-22	23-42	43-61	62-80	Unrated	2 years
MET	Unrated	0-52	53-63	64-80	Unrated	2 years
TOEIC	120-215	225-775	785-935	945-990	Unrated	2 years
Berlitz/BTRLS	A1	A2 B1 1-56	B2 C1 57-100	C1 C2 88-100	Unrated	2 years

What type of applicants/candidates do we test?

- **Hiring Preference Candidates:**

- These candidates include AEFM / USEFM who is a preference-eligible U.S. Veteran, AEFM/ USEFM, and FS on LWOP and CS with reemployment rights. HR will test all eligible and qualified candidates based on the level required in the position description for those who did not provide valid test results at the time of application.



▪ **Non-Preference Candidates:**

- HR tests all candidates who have been identified by the Selecting Official for an interview who did not provide valid test results at the time of application.

The Following Exceptions Apply:

1. Internal and External applicants who already have a qualifying test score that is less than 5 years old unless otherwise indicated by the test provider (This includes former employees of the Mission).
2. Internal applicants who are not required to test unless the skill or language levels of the Vacancy Announcement are higher than the level of the employee's current position, and/or
3. Applicants who have tested at a Level 4 or higher through FSI.

PLEASE NOTE: Applicants may NOT substitute education, or a degree in language studies, in place of the language testing requirements. For example, if an applicant obtained a bachelor's degree in English in the U.S., s/he cannot substitute these credentials for an English language test.

Test Validity:

Unless otherwise indicated, all test result listed below are valid for three years from the date the test was taken:

- Language tests administered by HR.
- Language tests administered by a third-party vendor/company on behalf of HR.
- The appropriate subject matter expert (SME) in an office or agency under Embassy authority.

Additionally, there are no restrictions on the number of times an applicant may take a language test in a given period when associated with a vacant position. An individual may choose to pay for their own test as well.



Additional or more frequent testing may be required due to licensing, certification, or other agency or host country requirements (e.g., firearms/weapons, medical, computer applications, other skill-specific testing).

Per Washington, D.C. policy, language scores for only the FSI 4 level or higher are valid indefinitely. Retesting is not required in a language in which an individual has previously achieved an FSI-tested proficiency of S-4/R-4 or higher.

If you require additional information on the recruitment process, please visit our website at <https://co.usembassy.gov/embassy/jobs/> or send an email to AskHRBogota@state.gov